

## 15. BASIC FUNCTION OF THE POSITION

The incumbent is one of three procurement agents providing procurement and contracting support for the Embassy and associated ICASS agencies. The incumbent processes acquisitions from GSA or conducts open market negotiations for the local purchase of constructions supplies and equipment, spare parts, security supplies (pad locks, automatic doors openers for residences, etc.), telephone supplies and services for CODELS and VIPs, employees uniforms, framing and printing services, gas coupons, heating fuel for the chancery and Embassy residences, liquids (Oxygene, Freon, Acytilene, Azote, etc.), stamps, business cards, office supplies, welcome kit supplies, newspaper advertisements, fabric for curtains and for recovering residential furniture, and any other duties as assigned. Conducts open market negotiations for the local purchase of photocopy repair services, crane rentals for the Chancery, catering services, micro purchase for local office desks, chairs, garden porch furniture, dinettes, etc... The incumbent prepares/renews, closes and cancels BPAs for plumbing, electricity, wood/lumber, paint supplies, garage supplies, upholstery, curtains installation services, etc. The incumbent exercises considerable judgment and initiative and works relatively independently to process procurement requests. S/he has a direct impact on efficiency and timeliness of Mission operations – by conducting thorough market research, the incumbent ensures efficient use of limited budgetary resources. The value of a single contract/purchase order processed can exceed \$10,000 and annual contracts/purchase orders prepared may exceed \$500,000.

## 14. MAJOR DUTIES AND RESPONSIBILITIES

### % OF TIME

### Procurement of Local Goods and Services

45%

- Receives, reviews and executes requests for GSA or local market goods and services from the ICASS agencies at Post, as assigned by the Contracting Officer and Supervisor and in accordance with U.S. Government regulations;
- Analyzes requests and seek clarification from requestor as necessary; confirm local market availability;
- Assists requesting offices in determining the most economical and effective way to complete the required job within the requesting office's budget; provide requesting agencies with expert opinions, price estimates, descriptions and other procurement information as obtained through market research;

- Expediently transmits requests for proposals and quotations to suitable, reputable vendors in person, mail, by phone or fax;
- Evaluates vendor quotations based on the requirements and terms dictated by the requesting office and purchase documents; negotiate best and final prices and terms per USG regulations and knowledge of market conditions; and determine contractor service value and product service reliability relative to cost;
- Prepares final purchasing documents (purchase order, visa card order, blanket purchase agreement, GSA-FedStrip) for Contracting Officer signature and FMO funding; execute purchase awards based on Contracting Officer approval;
- Prepares competition and evaluation reports on each purchase for review by Supervisor and Contracting Officer;
- Verifies local vendor invoices for correctness and send to FMO for payment;
- Refers vendor inquiries on invoice payment to the FMO and coordinates response to vendor with FMO as needed;
- Conducts follow-up activities, as required, to ensure completion of each procurement request, from vendor confirmation of receipt of order, to delivery, and final payment and helps settle any disputes or misunderstandings that may arise between vendors and customers. Periodically solicits feedback from customers on quality of materials/service received to improve future vendor selection.

#### Market Research

25%

- Assists Procurement Supervisor in researching and evaluating local market conditions and economic factors for supplies, equipment, materials and/or services;
- Establishes and maintains effective working relationships and communication with local market vendors supplying items in portfolio, as well as a library of catalogues and computerized vendors lists;
- Interviews vendors in person or by telephone to obtain information relative to product, price and ability of vendor to produce product, service and delivery date. Conducts briefings on U.S. Government payment terms and other requirements to determine which vendors can best comply;

- Coordinates findings, recommendations and written reports with the Procurement Supervisor;
- Advises overseas market Purchasing Agents about local market prices and items availability.

#### Reporting/Record-keeping

20%

- Uses WebPASS to prepare, track, maintain and update Purchase Orders and other acquisition documents;
- Maintains properly documented files on each procurement request, in accordance with U.S. Government regulations;
- Processes visa card statements in a timely manner, independently checking the Internet each month when the statement is issued by Citibank.
- Maintains updated computer logs of every step of each acquisition at all times in accordance with internal office performance measurement procedures and uses this information to help maintain, update and improve written office standard operating procedures (SOPs);
- Maintains records for usage of the section's motor vehicle.

#### Miscellaneous Duties Assigned

10%

Maintains the section's motor vehicle, referring the vehicle to the garage for servicing, as needed, and ensuring that the vehicle maintains appropriate fluid and gasoline levels and remain clean at all times.



15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school required. Must be licensed to drive a motor vehicle.

b. Prior Work Experience

Three to five years prior work experience with the U.S. Government or in a commercial field related to the industries listed in the basic description of the position (office supplies, construction services/materials, etc.).

c. Post Entry Training

General orientation to U.S. Government and Department of State rules and regulations; Commercial Acquisitions training available internally and through the Foreign Services Institute, funding permitting; Computer application software training internally and, if funding permits, formally.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

English level S-3, R-3, French level S-3, R-3 and Arabic level S-3, R-3.

e. Job Knowledge

Administrative and clerical procedures/systems; Computer word processing and spreadsheet programs such as Word and Excel; Customer service; Local market commercial practices, Familiarity with U.S. Government and Department of State rules and regulations.

f. Skills and Abilities

Critical Thinking/Analysis - using logic and reasoning to identify strengths and weaknesses of alternative solutions; Judgement and Decision Making - considering the relative costs and benefits of potential actions to choose the most appropriate one; Time Management - ability to manage one's own time effectively; Negotiation - bringing others together and trying to reconcile differences; Writing skills - must have proficient French writing skills to communicate with local vendors.

16. Position Element

a. Supervision Received

Reports to the locally-engaged Procurement Supervisor. Incumbent must exercise excellent initiative and judgement in independently performing all steps leading to awarding, administering and closing out or terminating purchase orders/blanket purchase agreements.

b. Supervision Exercised

Indirect supervision of the performance of vendors and contractors.

c. Available Guidelines

Procurement guidelines - 14 FAM 200, Federal Acquisitions Regulations (FAR), Department of State Acquisition Regulations (DOSAR), A/OPE intranet resources, supervisor and/or A/OPE desk officer guidance, telegrams.

d. Exercise of Judgment

Used in prioritizing procurement requests, negotiating with vendors, oversight of subordinates work, selecting type of procurement and source and following up on orders.

e. Authority to Make Commitments

The incumbent will have considerable authority to negotiate prices, terms and conditions of acquisitions on behalf of the U.S. Government, but does not have the authority to commit U.S. Government funds or resources.

f. Nature, Level, and Purpose of Contacts

Constant interaction with all Embassy colleagues - American and local hire - to process customer requests, resolve complaints and follow through the acquisitions process such as receiving and invoicing. Contact with local contractors and vendors to contract goods and services, negotiate prices/terms of purchase and resolve complaints.

g. Time Expected to Reach Full Performance Level

One year.